

Trustees of the Manchester City Library
Hunt Room
Minutes – December 21, 2009

Called to order the Monthly Meeting at 4:03pm.

In Attendance: Trustee Chair Patricia Cornell, Trustees Jack Shea, and Monique Brown. Karen Sheehan Lord, Joanne Barrett. Also present Library Director Denise van Zanten, Liaison Foundation Chair Dan Scanlon.

Excused: Trustee Jeff Hickok, Steven Solomon and Alderman Peter Sullivan

Minutes: Motion was made by Trustee Sheehan Lord to approve November 16th minutes, seconded by Trustee Brown, all in favor.

Director's Report:

GMILC's – Lisa Breton-Eaton, our Technology Librarian has resigned. Director van Zanten, as a member of the executive board, will be involved in the hiring process.

Angele F. Hansel Estate: total is over \$100,000 split four ways. Estimate is \$28,985.30. Public hearing notice will go in newspaper to accept the funds once we have a more definitive number.

Patron Issues: Patron was caught stealing a magazine and pages from art books. The two responding policemen did not arrest the individual per state law and they refused a no trespass request by library security. Director van Zanten contacted Deputy Simmons to ask if they had changed protocol, he stated no they did not. A few days later patron returned and Manchester Police were called again and the responding officers issued a no trespass at Director van Zanten's request.

Also a vague report was given to library staff by a police officer last week about a threat to the library staff from an irate gentleman at a local gas station. Security seems to think it is one patron that was asked to leave due to intoxication but this has not been confirmed. Staff were alerted to be vigilant and to err on the side of caution in alerting police if they notice anyone acting suspicious.

Intern: Jennifer Mayer, from Germany would like to intern at the Library. Background check will have to be done and Trustee Brown suggested that library use OFAC. She would start in May.

Personnel: Michele Garneau will be leaving the Library as of January 22nd to become Assistant Director in Salem at the Kelley Library. Director van Zanten would like permission to fill this position immediately. Job must be posted internally first, then will be open externally if necessary. Motion was made by Trustee Sheehan-Lord to fill this position, seconded by Trustee Barrett, all in favor.

Budget: Budget was prepared by Finance Committee which is Patricia Cornell, Monique Brown, Jeff Hickok and Director van Zanten. Discussion ensued with all Trustees about the budget figures and the cover letter. Motion was made by Trustee Barrett to approve the library budget with a \$105,843 increase for merit, colas and longevity increases and also the cover letter to the Mayor elect Gatsas with some minor changes, seconded by Trustee Brown, all in favor.

CIP Budget Projects: Pretty much the same as last year minus the workroom project. The Foundation has agreed to purchase furniture for that room. Trustees would like the list prioritized by value and resent over to Sam Maranto at CIP.

Foundation Report: Are retooling the holiday appeal and will be doing a direct marketing campaign. Smaller events will be held. Have joined the Chamber of Commerce so they can host meeting and presentation here. Also, would like to invite the Young Professionals here to show them what the library does. Director van Zanten and Foundation Chair Dan Scanlon were guests on Joe Smiga's show on channel 23 to discuss what the Foundation is about. The show is running every Monday at 5:30 PM for the month of December.

Old Business – None at this time.

New Business – Discussed the Library Director's move.

Director van Zanten reported that on January 4th photos are supposed to be taken of Department Heads for the city's website. Reminder that the Inauguration is the morning of January 5th and then the first department head meeting with the new Mayor is that afternoon.

Next meeting Tuesday, January 19 at 4 pm at the Main Library

Motion was made to adjourn by Trustee Brown, seconded by Trustee Barrett, all in favor.

Adjourned 5:06pm